

MAINE COMMUNITY COLLEGE SYSTEM

Position Description: System President

Overview of the Maine Community College System

The Maine Community College System is the state's comprehensive two-year college system, offering technical, career and transfer programs, customized training, and lifelong learning. Enrolling over 18,000 students, the System is comprised of seven colleges, two satellite campuses and six off-campus centers whose mission is to provide associate degree and certificate programs directed at the educational, occupational and technical needs of the State's citizens and the workforce needs of the State's employers. The primary goals of the System are to create an educated, skilled and adaptable labor force that is responsive to the changing needs of the economy of the State and to promote local, regional and statewide economic development.

The System President of the Maine Community College System functions as the Chief Executive Officer and is responsible for the overall operation of the System. The System President is appointed by, reports to and serves at the pleasure of the Board of Trustees.

Responsibilities and Duties of the System President (inclusive but not limited)

- **Leadership.** Develop policies, goals, and objectives for operation of the MCCA, with review and approval of the Board of Trustees as appropriate. Provide leadership in developing and implementing strategic planning, direction and vision for the System;
- **Public Representation.** Represent the public image and vision of the MCCA in all public affairs and to the general public;
- **Fundraising.** As *ex-officio* voting member of the Foundation for Maine's Community Colleges Board of Directors, provide oversight of the Foundation and evaluate its president; participate in the development of fundraising strategies and direct solicitations of potential donors in coordination with the Foundation;
- **Budget preparation.** Under direction of the Board of Trustees, prepare and manage the biennial operating budget for the System;
- **Nomination and oversight of college presidents.** Nominate the presidents of the community colleges for appointment by the Board of Trustees and provide oversight of the college presidents;
- **Appointment and oversight of staff.** Under procedures developed by the Board of Trustees, appoint and oversee the staff of the Maine Community College System Office;
- **Oversight of relationships with collective bargaining agents.** Directly or through staff, develop and maintain productive communications and relationships with collective bargaining agents that represent System employees;
- **Long-range planning and research.** In cooperation with the presidents' council, undertake long-range planning and research on strategies, operations, programs and facilities, including but not limited to planning for construction, renovation and reconstruction projects, reporting findings and recommendations to the Board of Trustees;

- **Intercampus cooperation and coordination.** Promote cooperation and coordination among the community colleges with respect to programs, activities and personnel;
- **Interagency cooperation and communication.** Promote cooperation and communication with the Department of Education, the University of Maine System and other public and private educational and career training institutions;
- **Coordination with the public sector.** Work closely with other state and local agencies that have an impact on career and technical education to promote consistent and coordinated policies, procedures and programs;
- **Coordination with the private sector.** Work closely with the private sector to ensure that the community colleges respond expeditiously to the needs of the private sector and the State's economy, particularly with respect to changing technology, industries and job training needs;
- **Fulfillment of mission and goals.** Implement the mission and goals for the Maine Community College System as set forth in state law and/or by the Board of Trustees.
- **Other duties.** Perform other duties as established by state law and/or as delegated or directed by the Board of Trustees;

Required Qualifications and Abilities

- Earned doctorate in a relevant field, such as Ed.D., Ph.D., or J.D.
- Minimum of ten years of demonstrated successful senior executive experience relevant to the operations and mission of the Maine Community College System, preferably in the post-secondary education sector.
- An experienced executive with track record of building consensus, articulating vision and formulating strategies that have achieved measurable results.
- Proven experience in working constructively with executive, legislative and other governmental agencies.
- Proven experience in fundraising preferably utilizing a foundation.
- Significant and successful experience in responsibility for programs, budgets, personnel, facilities and other appropriate administrative functions.
- In-depth awareness of current issues and challenges facing public community colleges.
- Demonstrated exemplary interpersonal and communication skills, with both internal and external constituencies.
- Demonstrated ability to make and defend difficult decisions.
- Experience in and commitment to creating and sustaining an environment that supports success of all students.
- Leadership style that embraces collaboration and team building.
- Proven ability to communicate and articulate a positive image for the System and its colleges.

Desired Qualifications and Abilities

- Demonstrated successful experience working collaboratively and innovatively with business, industry, government, community organizations and public and private education institutions and systems.
- Demonstrated knowledge of trends, issues and new directions in higher education.
- Financial background that includes tying budgets to strategic directions and gaining alternative funding.
- Teaching experience in K-12 or higher education setting.
- Successful management experience in a collective bargaining environment.

Equal Opportunity Commitment

The Maine Community College System is an equal opportunity/affirmative action institution and employer. For more information about that commitment, please call the Affirmative Action Officer at 207-629-4009.